Wisconsin Department of Public Instruction

Private School Choice Programs
Student Application Review

Auditor In Depth Training

June 24, 2014

Student Eligibility

Dates referenced in this portion of the training are for the 2013-14 school year unless otherwise noted.

Student Eligibility

- A school may use only the criteria contained on the student application to determine whether a student is eligible for the Choice Program.

- Those criteria include:
  - Date of Birth for K4, K5 and 1st grade
  - Residency
  - Income for new students
  - For the RPCP, prior year school attendance requirement

Student Eligibility

Age Requirement

- Age requirements for kindergarten and first grade:
  - For four year-old kindergarten a student must be born on or before September 1, 2009.
  - For five year-old kindergarten a student must be born on or before September 1, 2008.
  - For first grade a student must be born on or before September 1, 2007.

Student Eligibility

MPCP & RPCP Income Limits

The applicant's family income must be **at or below** 300% of the federal poverty level in order to meet the income requirements of the program. Applicants with married parents or legal guardians shall reduce their family income by $7,000.

Family Size	300% of Federal Poverty Level
1	$ 34,380
2	$ 46,569
3	$ 58,758
4	$ 70,947
5	$ 83,136
6	$ 95,325

For each additional family member above 6, add $12,189 to the $95,325 to determine the maximum yearly income.

Student Eligibility

WPCP Income Limits

The applicant's family income must be **at or below** 185% of the federal poverty level in order to meet the income requirements of the program. Applicants with married parents or legal guardians shall reduce their family income by $7,000.

Family Size	185% of Federal Poverty Level
1	$ 21,201
2	$ 28,718
3	$ 36,235
4	$ 43,752
5	$ 51,269
6	$ 58,786

For each additional family member above 6, add $7,517 to the $58,786 to determine the maximum yearly income.

Student Eligibility

Residency Requirement

- Residency Requirement
  - MPCP-students must reside in City of Milwaukee, not Milwaukee county.
  - RPCP-students must reside in the Racine Unified School District-RUSD.
  - WPCP-Wisconsin resident outside of the City of Milwaukee and the RUSD.

Student Eligibility

Attendance Requirement– RPCP Only

- A student applying for the RPCP must meet one of the following:
  - Enrolled in RUSD in prior year;
  - Not enrolled in school in prior year;
  - Participated in the RPCP in the prior year; or
  - Is applying to attend kindergarten, 1st or 9th grade.

Student Application

WPCP General Process

- One open application period:
  - August 1st-9th for the 2013-14 school year
  - February 1st-April 21st for the 2014-15 school year
- All applications used a parent submitted online application.
- All residency and income documentation, if applicable, was required to be received at the school within the open application period.
- If it is not, the application must be denied by the school. If not properly denied, the auditor must find it ineligible.

MPCP & RPCP General Process

Receipt of Documentation

- Paper student application provided annually by DPI.
- All documentation, including residency and income documentation, if applicable, must be received in the same open application period as the application.
- If it is not, the application must be denied by the school. If not properly denied, the auditor must find it ineligible.
- A new application with new supporting documentation must then be obtained during a school's future open application period for the applicant(s) to be eligible for the program.
- Schools can only accept applications during the open application periods selected on the school's intent to participate form.

Application Review Procedure	MPCP & RPCP	WPCP
Ensure the paper application is the original application, is complete, and all information matches OAS	Yes	N/A
Name & grade level on application match the classroom record for the applicable count date	Yes	Yes
Application received during open application period	Yes	N/A
Application accepted by an administrator/designee	Yes	N/A
Corrections on the paper application are properly made	Yes	N/A
Original parent and admin/designee signatures on applications	Yes	N/A
Verify age eligible for K4, K5, & 1st grade	Yes	Only for grade changes
Type of application in OAS (new or continuing) matches paper application	Yes	N/A
Pupil names on the paper application match OAS	Yes	N/A
Ensure the student's name, grade, and DOB on the paper application match OAS	Yes	N/A

Grade Changes

- The school selects the proper grade in the OAS for each count date.

- OAS will show only the grades on the school's ITP.

MPCP & RPCP:

- If any changes are made to the grade in a count report, the grade on the paper application must be changed using the strike through method

- The grade on the paper application should always match the most recent count report for that school year.

Student Application

Continuing vs New Student Determination

- Continuing Students:
  - Enrolled and counted in the choice program on the prior count date or on a choice waiting list in the prior year.
  - There cannot be a break in enrollment in the choice program.
  - Must be continuing in the same choice program (MPCP, RPCP, or WPCP).
  - Siblings of continuing students who are entering the program for the 1st time are not considered continuing.
- New Students: If the pupil doesn't meet the above criteria, a new student application must be completed.

Student Application Review

- We will now go through the MPCP/RPCP paper application.

- WPCP applicants will not have this paper form. However, the information entered in the online paper application coincided with the paper application. WPCP applicants also had to provide their resident school district.

Student Application

Definitions

- <u>Parent</u>: Parent means a biological parent, a parent by adoption or a step-parent that resides in the same household as the student applicant.

- <u>Family Size</u>: A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent's current marriage.

Student Application
General Family Information

FAMILY INFORMATION				
Parent/Guardian First Name	MI	Last Name	Suffix *Sr., Jr., etc.*	Social Security No.* or Taxpayer ID
Parent/Guardian First Name	MI	Last Name	Suffix *Sr., Jr., etc.*	Social Security No.* or Taxpayer ID
Home Street Address		City	State	Zip	Telephone *Area/No.*

- All parents/guardians of the applicants residing in the household must be listed.
- New Student Application Only: Social security number (SSN)/tax id numbers may be included (not required unless the DOR method is used).
- The street address must be in:
  - MPCP: City of Milwaukee
  - RPCP: RUSD
  - WPCP: In Wisconsin and outside the City of Milwaukee and RUSD
  - Street address must be listed – No P.O. Box

New Student Application

Income Determination

Are the parents/guardians listed above married to each other? ☐Yes ☐No	Print the names of all people included in the family size entered at left. *Include first name, middle initial, last name, and suffix.*	
If married, their combined income shall be reduced by $7,000 prior to determining income eligibility. See page 2 of this form.	1.	7.
	2.	8.
Enter Family Size: ____	3.	9.
Family Size includes parents/legal guardians and children. Foster children and children in kinship care are counted as a family of one (1) and the Family Income Eligibility Form should be used to determine income eligibility.	4.	10.
	5.	11.
	6.	12.

- Married question must be answered if there are two parents/guardians listed on the application.
- Family size must match the number of family members listed.
- The parents/guardians and the applicants must be included in the family member listing.

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Student Application

Student Information

STUDENT INFORMATION					
Student's First Name *Legal Name Only*	MI	Last Name *Legal Name Only*	Suffix *Jr., III, etc.*	Date of Birth *Mo./Day/Yr.*	Grade Level for 2013-14

Gender	Check One	Check all that Apply	
☐ Female ☐ Male	☐ Hispanic/Latino ☐ Not Hispanic/Latino	☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American	☐ Native Hawaiian/Other Pacific Islander ☐ White

- Name & Grade level per application must match original classroom record.
- Race, ethnicity, and gender must be completed for all pupils.
- Date of birth must be completed.

Student Application

Date of Birth

- Verify the student is age eligible for their grade if they are in K4, K5, or 1st grade.

- Generally, there is no DPI requirement to verify that the date of birth is correct.

- However, if DPI is concerned the date of birth is incorrect or the school is requesting a change to the date of birth we may ask for documentation supporting the date of birth.

- There is an annotated birth certificate form available online if using a birth certificate to determine if the date of birth is correct.

New Student Application

RPCP Attendance Requirement

STUDENT INFORMATION					
Student's First Name *Legal Name Only*	MI	Last Name *Legal Name Only*	Suffix *Jr., III, etc.*	Date of Birth *Mo./Day/Yr.*	Grade Level for 2013-14

Gender	Check One	Check all that Apply	School Attendance Requirement *Choose at least one.*
☐ F ☐ M	☐ Hispanic/Latino ☐ Not Hispanic/Latino	☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Other Pacific Islander ☐ White	☐ Not enrolled in 2012-13 ☐ Applying for kindergarten, grade 1, or grade 9 for 2013-14 ☐ Attended a Racine Unified Public School in 2012-13 } *Enter School* ☐ Participated in PPSCP in 2012-13 } *Name Below* School Name:

- Attendance requirements
  - Attended a RUSD school in the prior year
  - Not enrolled in school in previous year
  - Applying to kindergarten, 1st grade, or 9th grade
  - Continuing RPCP student

Student Application

Parent/Guardian Name

First Name	M.I.	Parent / Guardian Last Name	Suffix	Social Security Number* or Taxpayer ID Number
First Name	M.I.	Parent / Guardian Last Name	Suffix	Social Security Number* or Taxpayer ID Number

PARENT OR GUARDIAN SIGNATURE	
For Use of Parent or Guardian: **I AS THE PARENT OR GUARDIAN CERTIFY** that all of the information on this application, including page 2 if completed, is true and correct. I understand that any of the information on this application or related to this application, including income and residency documentation, may be subject to further review and verification by school and/or state officials.	
Signature of Parent or Guardian *Must be the same name as one of the individuals listed above* ➤	Date Signed *Mo./Day/Yr.*

- The parent/guardian signing the application must be the same as one of the parent's/guardian's names from the top.
- The date signed must be completed and dated before the date application received or in the same open application period.

New Student Application

Income Method & Eligibility Requirements

- The method used to determine income eligibility must be selected and coincide with the method used.

- Family income must not exceed 300% of the federal poverty guidelines for MPCP & RPCP and 185% for WPCP.

- The determination of if the application is eligible must be checked yes or no. The school should not check yes if it rejects the application. It should only have one application for each student with yes checked.

	FOR SCHOOL USE ONLY	
Income Eligibility Determination *Check the method used to determine eligibility* ☐ Department of Revenue Determination ☐ Department of Public Instruction Family Income Eligibility Documentation *DPI Family Income Eligibility Form must be completed.*	Based on the information provided by the parent or guardian and the income and residency eligibility determination, the student is eligible. ☐ Yes ☐ No	

Continuing Student Application

Choice Enrollment

- For each applicant, the choice school attended on the prior count date or the school at which the applicant was on the choice waiting list in the previous year must be completed.

Choice Enrollment	Name of Choice School Attended or on the Waiting List
☐ Attended a Choice School as a Choice Student in the previous semester ☐ Was on a Choice waiting list at a Choice school in 2012-13	

- OAS will check to verify the student was counted as a choice student on the prior count date or on a choice waiting list in the prior year at a choice school.
  - Since the school is relying on this check to determine eligibility, the school should do this before accepting or denying the application.
- Continuing student applications may not be entered as new student applications.

Continuing Student Application

Eligibility Requirements

- The school must indicate that the application has been approved.

- The school should not select "Yes" until all verifications have been completed and the application is accepted.

- This includes entering the application into OAS since this is the only way to verify that they are a continuing Choice student or were on a waiting list.

	FOR SCHOOL USE ONLY	

Based on the information provided by the parent or guardian and the residency eligibility determination, the student is eligible.

☐ Yes   ☐ No

Student Application

Name & Dates

- Date application received must be during one of the open application periods for the school.
  - This MUST be completed when received. This is not a correctable error if it is identified as missing later.
- The application must be signed and dated by the administrator/designee once the application is reviewed and determined eligible.
  - Name of school administrator or designee signing the application must be either the administrator or an approved designee.
  - This must be within 60 days of the received date and prior to random selection, if applicable.

I, AS THE ADMINISTRATOR/DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the student application and have concluded that it is properly and completely filled out to the best of my knowledge. I attest that documents verifying income and residency are on file at the school.	Date Application Received *Mo./Day/Yr.*
Signature of School Administrator or Designee ➢	Date Signed *Mo./Day/Yr.*

Student Application

Application Due Dates

- WPCP-All were required to be submitted and verified by the schools by August 9th (13-14 school year) or April 21st (14-15 school year).

MPCP & RPCP:

- Applications accepted from the February through July periods must be submitted to DPI by <u>August 1,</u> 2013.

- Applications accepted during the August period must be submitted to DPI by <u>September 1,</u> 2013. If not they cannot be included on the September 1 count.

- Applications accepted during the September period must be submitted to DPI by <u>October 1,</u> 2013. If not they cannot be included on the 3rd Friday in September count.

- Applications accepted from the October through December/January periods must be submitted to DPI by <u>February 1,</u> 2014. If not they cannot be included on the 2nd Friday in January count.

General Paper Application Review for All Applications (MPCP & RPCP)

- An incomplete application for purposes of this review is one that:
  - Has any of the issues identified in the "Application" section of the ineligibility reasons listing in the Enrollment Audit Excel document.
  - Does not have the all of the information on the application completed.
  - Is not signed or dated by the parent/guardian.
  - Is not signed or dated by school administrator or designee.
  - The parent/guardian signature does not match the parent/guardian name.

Paper Application Matches OAS

- New vs continuing application
  - If a new student application was entered in OAS when a paper continuing student application was completed; the application is ineligible.
  - If a continuing student application was entered in OAS when a paper new student application was completed; the application should be on Schedule 2 and 3 if the new student application is eligible.

Paper Application Matches OAS (cont) (MPCP & RPCP)

31) The application entered into OAS does not match the paper application approved by the school. This includes the type of paper application (new or continuing student) does not match what is entered into OAS or the students included on the paper application do not match the students included on the application in OAS. A copy of the approved paper application is attached to the Enrollment Audit.

Potential Pending Reason:

7) The paper application completed for the student was a new student application but a continuing student application was entered in OAS. The pupil met all application and attendance requirements for inclusion in the count.

8) The students included on the paper application do not match the students included in OAS. Based on a review of the paper application approved by the school, the pupil met all application and attendance requirements for inclusion in the count.

Ineligibility Reasons-

Audited application ineligible, new app must be obtained for possible Feb/May payment

MPCP & RPCP:

20) Application received outside school's open application periods.

21) School does not have original application on file.

24) The parent/guardian name at the top of the application does not match the parent/guardian who signed the application.

Ineligibility Reasons-

Audited application ineligible, new app must be obtained for possible Feb/May payment if in MPCP/RPCP

All Programs:

27) Student completed the application as parent/guardian but is not yet 18.

MPCP & RPCP:

28) Administrator/designee who signed the application as received or approved is not on the approved list.

29) Date application approved is more than 60 days after the date the application was received.

Ineligibility Reasons –
Uncorrectable applications

All Programs:

22) Based on a review of the application, address is outside the City of Milwaukee/Racine Unified School District or is a PO Box.

25) Student is too old to participate in the program.

Ineligibility Reasons-
Existing application may be eligible

MPCP & RPCP Only:

19) Original application on file contained improper corrections (non income related errors). *If white out was used, this is **not** correctable.*

26) The bottom of the application has a "No" checked for eligibility for the Choice program.

33) Information is properly reflected on the paper application but not in OAS. As such, the application is included as ineligible on Schedule 2 and pending on Schedule 3.

All Programs:

23) The income related parts of the application were not properly completed or corrected.

30) Sections of the original application were incomplete/incorrect (non income related errors).

When must residency and income, if applicable, documentation be provided to the school?

a. Before the end of the month
b. Within 3 months of when the application is received
c. Before the end of the school year
d. Residency and income documentation can be provided at any time
e. Within the open application period that the application is received

An applicant is new to the WPCP. The parent indicates that they do not have any income. What, if any, income related documentation is the applicant required to provide?

a. Provide an explanation of how food, clothing and shelter are currently provided, identify all government assistance the family is currently receiving and provide support that the assistance is currently being provided.

b. The parent does not need to provide any income related documentation to the school.

c. Provide an explanation of how food, clothing and shelter were provided in 2013, identify all government assistance received and provide support that the assistance was received in 2013.

Residency Requirements

Residency Audit Requirements

All Programs:

- Ensure the address on the paper application matches the supporting documentation.
- Ensure the supporting documentation is one of the allowed documents.
- If the address on the application does not match the supporting documentation, determine what the correct address is.
  - Supporting documentation not correct-application is ineligible.
  - Supporting documentation correct-
    - Ensure the address is in the allowed area.
    - Include the application on Schedule 2 as ineligible and Schedule 3 as pending. Schedule 3 should indicate the correct address.

MPCP & RPCP:

- Ensure the address is in the required area.

Step 1-Residency Required Area Review

MPCP & RPCP Only

Residency Required Area-

MPCP & RPCP Only

- MPCP: Schools must verify that the address provided on the application is in the City of Milwaukee by obtaining a screen print from MapIt at:
  - http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp
- RPCP: Schools must verify that the address provided on the application is in the eligible school district (Racine Unified School District) by obtaining a screen print from the Racine Unified School District's webpage for address verification:
  - http://205.213.125.57/edulog/webquery/
- If the school does not have a print screen showing the above was completed, the auditor must complete it.

MPCP Residency

Map It

Obtain the Map It print screen at
http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp

MPCP Residency

Map It

Example print screen for address verification

Step 2- Obtain documentation that the parent/guardian lives at the address

All Programs

Residency

Obtain documentation that the parent/guardian lives at the address

List of Acceptable Items (the list is all inclusive):

- Current lease agreement (must be complete and legible)
- Current property tax bill
- Current utility bill (light, water, gas, electric, cable or landline phone)
- Current wage statement in the name of the parent/guardian; this includes a current W2
- Recent government correspondence (including an assistance provider)
- Alternative Residency form in certain situations
- Support for homeless as detailed in residency bulletin

Residency

Current Definitions

What does "current" or "recent" mean?

- Current utility bills, wage statements, or government correspondence must be dated within 3 months of the date application received.

- Current property tax bill-2012 property tax bill for a 2013-14 application.

- New for 2014-15: Property tax bills and year-end W-2 earnings statements that are submitted for proof of residency must be dated within 3 months of when the application is received.

New 2014-15 Alternative Residency Form

II. EXPLANATION OF LIVING SITUATION

In order to use the Alternative Residency form, one of the following situations must apply. **If neither of the situations below apply, this form may not be used.** Select which reason is applicable:

☐ The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address on the application.

☐ The pupil does not live with his or her parent or legal guardian.

- The parent/guardian must select which of the instances are applicable. One must be applicable to use the form.

New 2014-15 Alternative Residency Form

III. REQUIRED ATTACHMENTS

A household occupant that lives with the pupil must provide one of the following that includes the address on the Choice Program application (this person must also complete section V). *Check which document is being provided.*

☐ Wage statement or W2 end-of-year earnings statement dated within three months of when the parent or legal guardian applies to the school.

☐ Water, gas, electric, cable, satellite, or landline phone bill dated within three months of when the parent or legal guardian applies to the school.

☐ Lease agreement with a term that includes the date the parent or legal guardian applies to the school (must be complete and legible). Month-to-month leases must be dated within three months of the date the application is received by the school.

☐ Governmental correspondence dated within three months of when the parent or legal guardian applies to the school.

—AND—

The parent or legal guardian on the application must provide one of the following documents. *Check which document is being provided.*

☐ A driver's license, state ID, or school ID.

☐ One of the allowed residency documents (listed above) with an address other than an address on the application.

▸ The Alternative Residency Form must include two attachments. One from the household occupant and one from the parent or legal guardian.

▸ Ensure the supporting documents are provided, that they are one of the allowed documents, and they include the parent/guardian name or household occupant name, as applicable.

New 2014-15 Alternative Residency Form

IV. PARENT OR LEGAL GUARDIAN SIGNATURE	
I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation is accurate. I further certify that the student(s) applying to the Choice Program currently reside(s) with the household occupant signing this form.	
Printed Name of Parent or Legal Guardian Signing Below	
Signature of Parent or Legal Guardian ➤	Date Signed *Mo./Day/Yr.*

V. HOUSEHOLD OCCUPANT SIGNATURE	
The following must be completed by the household occupant who provided one of the allowed residency documents in Section III.	
I **HERBY CERTIFY** that the above-named student(s) applying for the Choice Program reside(s) with me. I further **CERTIFY** that the explanation provided of the living situation is accurate.	
Printed Name of the Household Occupant Signing Below	
Signature of Household Occupant ➤	Date Signed *Mo./Day/Yr.*

- Both the parent or guardian and the household occupant must sign and date the form.

Residency

Alternative Residency Form

- This form may NOT be used to:
    - Submit a driver's license for the parent/guardian on the application as the only proof of residency, even if the address matches the application.
    - Provide residency in situations where the parent/guardian has the documentation but is refusing to provide it.
    - Satisfy the residency requirement if the parent/guardian has documentation that shows a different address and the remaining requirements in the form are not completed.

Residency

Unacceptable Residency Documentation

- Report card
- Bank statement
- Letter from landlord
- Any envelope
- Rent or lease receipt
- Expired leases
- Cell phone bill
- Tax Return

Residency

Homeless Applicants

▸ The school should refer the parent/guardian to an appropriate social service agency.

▸ Homeless individuals may identify a location for their residence if it is an identifiable location in the City of Milwaukee (MPCP), the RUSD (RPCP), or in Wisconsin but outside these areas (WPCP) which could conceivably serve as a temporary residence.

▸ In order to establish that a person without a traditional residence is a resident, the person needs to produce a form of identification with his or her name and residence.

▸ This form of identification may include a letter from a shelter for the homeless or from a private or public organization providing services for homeless individuals.

Residency

Things to remember…

- The name listed on the residency documentation must match the parent/guardian name on the application.
- Residency documentation must be current and must include a date.
- Residency documentation must be provided during the open application period in which the application was received.
- The residency documentation cannot have any information, including dates, covered with white-out.

Ineligibility Reasons-

Audited application ineligible, new app must be obtained for possible Feb/May payment if in MPCP or RPCP

16) Residency documentation not provided or unacceptable documentation provided.

18) Residency documentation obtained outside of the open application period.

Ineligibility Reasons –

Uncorrectable applications

15) MPCP participants: Based on a review of the MapIt result, address is outside the City of Milwaukee. RPCP: Based on a review of the Racine Unified School District (RUSD) transportation website, address is outside of the RUSD area. WPCP: Based on a review of the residency documentation, address is in the City of Milwaukee/Racine Unified School District.

Ineligibility Reasons-
Existing application may be eligible

17) Residency documentation does not match the application including the name/signature of the parent/guardian or the address.

No new residency support may be received outside of the open application period in which the application was received. If the supplemental support is correct, the applicant should be included on Schedule 2 and 3, with the address correction listed on Schedule 3.

MPCP & RPCP-The address on the paper application must be changed using the strike through method.

Residency documentation must:

a. Be dated within 6 months of when the application is received

b. Be dated within 3 months of when the application is received

c. Have a date, but it doesn't matter how old it is

d. Be dated within the last year

Income Requirements for Students New to the Choice Program

Income Limits

Definitions

- <u>Parent</u>: Parent means a biological parent, a parent by adoption or a step-parent that resides in the same household as the student applicant.

- <u>Family Size</u>: A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent's current marriage.

- <u>Income included</u>: Family income includes the federal adjusted gross income of the parents included in the family size.

Income Eligibility Requirements

Determinations

- Two processes to determine income:
  - If parents/legal guardians provide their SSN numbers or taxpayer numbers, the DOR may determine income eligibility.
    - Submission of SSN or taxpayer numbers by the parents/guardians is voluntary, not mandatory.
  - If parents/legal guardians do not provide their SSN numbers or taxpayer numbers, schools must determine income eligibility using DPI's income determination process.

- WPCP-Schools entered the social security number on the parent application.

Income Eligibility Requirements
DOR Income Verification Process

- If SSN numbers or taxpayer numbers are provided, schools:
  - Enter the SSN or taxpayer numbers into the Online Application System (OAS).
  - Click DOR Preliminary Check in OAS.
- DOR will send back notification via OAS whether it is able to make the income eligibility determination using 2012 or 2011 tax information.
  - If yes, the school may select the DOR method.
  - If no, the school must use the DPI income verification method. In the WPCP, parents were required to complete the DPI income portion of the parent online application.
- DOR's determination is final.
  - If a student is determined ineligible by DOR, a school cannot use the DPI income verification method and the student is not eligible to participate in the Choice program for the entire 2013-14 school year at any Choice school.

Income Eligibility Requirements

DPI Income Determination

- If no SSN or taxpayer numbers are provided, schools **MUST** use the DPI Family Income Eligibility method. While the WPCP applicants did not complete the paper forms, they provided the same information as included on the paper forms.

- If parent/guardian(s) report(s) no income or income that is insufficient to provide basic needs, the DPI No Family Income Form must also be completed with required attachments.

- All income documentation must be attached as directed on the forms.

- Parents must meet the income requirements using their income in the prior year (2012) in order to be income eligible for the program.

Income Eligibility Requirements

Family Income Eligibility Form

I.	STUDENT APPLICANT NAME(S)

Include all students applying to the program on the application below. *Note: A separate application and income forms must be completed for students that reside at different addresses or have different parents or legal guardians.*

☐ Pupil is in kinship care or foster care. *(Applicant must provide documentation that the pupil is participating in the program).* If so, use 1 for the family size in Section III. Participants in these programs should be marked as eligible in Section III.

Student Applicant Name(s) *First, MI, Last*	Student Applicant Name(s) *First, MI, Last*
1	5
2	6
3	7
4	8

- Student applicants listed must match the application.

Income Eligibility Requirements

Family Income Eligibility Form

	II. ADJUSTED INCOME			

Enter 2012 adjusted gross income shown on filed tax return in Column B. A tax return must be provided if filed. If a tax return has not been filed, list total income provided for each individual in Columns C, D, and E. "Other" documentation (Column E) includes final 2012 wage statements, written statements identifying 2012 cash income, or other documentation of 2012 income. DO NOT include Supplemental Security Income (SSI), Wisconsin Works (W2), Temporary Assistance for Needy Families (TANF), food share (food stamps), housing assistance income, or other government provided assistance. Support for income identified in Columns B, C, D, and E below must be included with the application.

Line	(Column A) List Below the name(s) of all parents and/or guardians on the application	(Column B) Adjusted Gross Income per Filed 2012 Federal Income Tax Return	(Column C) Total 2012 Income per W-2 Tax Forms	(Column D) Total 2012 Income Amount per 1099 Forms	(Column E) Total 2012 Income per Other Documentation
1					
2					
3	TOTAL				
4	**Total Combined Income** (*Add the total of Columns B, C, D & E.*) If the total equals $0 or is insufficient to provide basic needs (food, clothing and shelter) complete the No Family Income form.				
5	If the parents/guardians included above are married, insert $7,000 here.				
6	**Adjusted Income** (Line 4 less Line 5)				

- Income only includes parents/guardians listed on application.
- All parents/guardians on application must be listed.
- Income is reduced by $7,000 if married per the application.

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Income Eligibility Requirements

Family Income Eligibility Form

	III. INCOME ELIGIBILITY	

Select the family size determined on the application. If the family size is above 6, determine the maximum yearly income by adding $12,1891 for each additional family member to $95,325. Then insert the family size and maximum calculated income on the blank lines below. Check "Yes" if the adjusted income level in Section II, Line 6 is at or below the amount listed for the selected family size or "No" if the adjusted income is higher than the amount in Section II, Line 6.

Select the Family Size	Maximum Yearly Income	Yes	No
1 ☐	Is your adjusted income at or below $34,380?	☐	☐
2 ☐	Is your adjusted income at or below $46,569?	☐	☐
3 ☐	Is your adjusted income at or below $58,758?	☐	☐
4 ☐	Is your adjusted income at or below $70,947?	☐	☐
5 ☐	Is your adjusted income at or below $83,136?	☐	☐
6 ☐	Is your adjusted income at or below $95,325?	☐	☐
____ ☐	Is your adjusted income at or below............. $ _____ ?	☐	☐

- Use the family size from the application and income from Section II.
- Parent must mark "Yes" or "No" indicating whether the applicant(s) meet the income requirements.

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Income Eligibility Requirements

Kinship/Foster Care

- Support that the pupil is in kinship care/foster care must be provided.

  MPCP/RPCP only:

- Family Income Eligibility Form must be completed for each student.
  - Section I-include name of kinship/foster care pupil and check the box for kinship/foster care.
  - Section II-leave blank.
  - Section III-Family size of 1 and determine income eligible.
- A separate application and Family Income Eligibility form should be used for each student even if they are in the same household.

Income Eligibility Requirements
Family Income Eligibility Form

II. ADJUSTED INCOME

Enter 2012 adjusted gross income shown on filed tax return in Column B. A tax return must be provided if filed. If a tax return has not been filed, list total income provided for each individual in Columns C, D, and E. "Other" documentation (Column E) includes final 2012 wage statements, written statements identifying 2012 cash income, or other documentation of 2012 income. DO NOT include Supplemental Security Income (SSI), Wisconsin Works (W2), Temporary Assistance for Needy Families (TANF), food share (food stamps), housing assistance income, or other government provided assistance. Support for income identified in Columns B, C, D, and E below must be included with the application.

Line	(Column A) List Below the name(s) of all parents and/or guardians on the application	(Column B) Adjusted Gross Income per Filed 2012 Federal Income Tax Return	(Column C) Total 2012 Income per W-2 Tax Forms	(Column D) Total 2012 Income Amount per 1099 Forms	(Column E) Total 2012 Income per Other Documentation
1					
2					
3	TOTAL				
4	Total Combined Income (*Add the total of Columns B, C, D & E.*) If the total equals $0 or is insufficient to provide basic needs (food, clothing and shelter) complete the No Family Income form.				
5	If the parents/guardians included above are married, insert $7,000 here.				
6	Adjusted Income (Line 4 less Line 5)				

- Support for income must be included
- For each parent/guardian either complete-
  - Column B: Federal income tax form
    - Parent/guardian must submit a signed and dated copy of the 2012 federal tax return
    - Insufficient support includes: the authorized signature tax filing form, information from Turbo Tax, and a state tax return

Income Eligibility Requirements

Family Income Eligibility Form

Line	(Column A) List Below the name(s) of all parents and/or guardians on the application	(Column B) Adjusted Gross Income per Filed 2012 Federal Income Tax Return	(Column C) Total 2012 Income per W-2 Tax Forms	(Column D) Total 2012 Income Amount per 1099 Forms	(Column E) Total 2012 Income per Other Documentation
1					
2					
3	TOTAL				
4	**Total Combined Income** (*Add the total of Columns B, C, D & E.*) If the total equals $0 or is insufficient to provide basic needs (food, clothing and shelter) complete the No Family Income form.				
5	If the parents/guardians included above are married, insert $7,000 here.				
6	**Adjusted Income** (Line 4 less Line 5)				

- Column C: 2012 W-2 tax forms
- Column D: 2012 1099 forms
- Column E: Other income documentation
  - Final 2012 wage statements
  - Written statements identifying 2012 cash income signed by the parent/guardian stating that:
    - (Name) had cash income of ($amount),
    - No written documentation can be provided for the amount received and the amount has not been or will not be included on an income tax form, and
    - The source of the income was (name of employer or if self-employed, the self-employed activity).

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Income Eligibility Requirements

Family Income Eligibility Form

Line	(Column A) List Below the name(s) of all parents and/or guardians on the application	(Column B) Adjusted Gross Income per Filed 2012 Federal Income Tax Return	(Column C) Total 2012 Income per W-2 Tax Forms	(Column D) Total 2012 Income Amount per 1099 Forms	(Column E) Total 2012 Income per Other Documentation
1					
2					
3	TOTAL				
4	Total Combined Income (*Add the total of Columns B, C, D & E.*) If the total equals $0 or is insufficient to provide basic needs (food, clothing and shelter) complete the No Family Income form.				
5	If the parents/guardians included above are married, insert $7,000 here.				
6	Adjusted Income (Line 4 less Line 5)				

- Other Income does **not** include:
  - Supplemental Security Income (SSI)
  - Wisconsin Works (W2)
  - Temporary Assistance for Needy Families (TANF)
  - Food share (food stamps)
  - Housing assistance income
  - Other government provided assistance
- Social Security benefits may or may not be taxable (if in doubt, include them)

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Income Eligibility Requirements
Family Income Eligibility Form

		II. ADJUSTED INCOME		

Enter 2012 adjusted gross income shown on filed tax return in Column B. A tax return must be provided if filed. If a tax return has not been filed, list total income provided for each individual in Columns C, D, and E. "Other" documentation (Column E) includes final 2012 wage statements, written statements identifying 2012 cash income, or other documentation of 2012 income. DO NOT include Supplemental Security Income (SSI), Wisconsin Works (W2), Temporary Assistance for Needy Families (TANF), food share (food stamps), housing assistance income, or other government provided assistance. Support for income identified in Columns B, C, D, and E below must be included with the application.

Line	(Column A) List Below the name(s) of all parents and/or guardians on the application	(Column B) Adjusted Gross Income per Filed 2012 Federal Income Tax Return	(Column C) Total 2012 Income per W-2 Tax Forms	(Column D) Total 2012 Income Amount per 1099 Forms	(Column E) Total 2012 Income per Other Documentation
1					
2					
3	TOTAL				
4	**Total Combined Income** (*Add the total of Columns B, C, D & E.*) If the total equals $0 or is insufficient to provide basic needs (food, clothing and shelter) complete the No Family Income form.				
5	If the parents/guardians included above are married, insert $7,000 here.				
6	**Adjusted Income** (Line 4 less Line 5)				

- If Line 4 is $0 or insufficient to provide basic needs, the No 2012 Family Income form should be completed as well. Beginning in 2014-15, this form is only required if the income is $0.
- The parent(s)/guardian(s) must still be included in this schedule, but will have -0- inserted for income.

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Income Eligibility Requirements
No 2012 Family Income Form

STUDENT APPLICANT NAME(S)	
Include all family members applying to the program on the application below. *Note: A separate application and income forms must be completed for students with different parents or legal guardians.*	
Student Applicant Name(s) *First, MI, Last*	Student Applicant Name(s) *First, MI, Last*
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

- Student applicants listed must match the application.

Income Eligibility Requirements
No 2012 Family Income Form

☐ Check **all** assistance programs that the family of the student(s) obtained during 2012.

　☐ Social Security Benefits. Provide a copy of 2012 form 1099 showing Social Security benefits received. *Not considered income for Choice purposes if the recipient had no other taxable income such as wages or interest earnings.*

　☐ Supplemental Security Income (SSI) *Not considered income for Choice purposes*

　☐ Wisconsin Works "W2" Cash Benefits *Not considered income for Choice purposes*

　☐ Temporary Assistance for Needy Families (TANF) *Not considered income for Choice purposes*

　☐ FoodShare (food stamps) *Not considered income for Choice purposes*

　☐ Housing Assistance *Not considered income for Choice purposes*

　☐ Other Assistance *Describe* _____

☐ Provide the school a copy showing 2012 participation and the amounts received from the assistance programs checked above.

- Support for 2012 participation for all assistance programs checked MUST be provided.
- Make sure they are checking any support indicated under food, clothing, and shelter.

Income Eligibility Requirements

No 2012 Family Income Form

HOUSEHOLD NEEDS PROVIDED	

Complete **all** of the following.

☐ Briefly describe how food was provided in 2012.

_____

_____

☐ Briefly describe how clothing was provided in 2012.

_____

_____

☐ Briefly describe how shelter was provided in 2012.

_____

_____

_____

- Each part of the form must be completed
- This includes the description of how basic needs are provided-be sure it includes an explanation for food, clothing and shelter that explains how they were provided.
- The auditor must review the explanations to determine if they are sufficient only if no assistance providers are selected.

Income Eligibility Requirements
Family Income Eligibility & No 2012 Family Income Forms

SIGNATURES	
For Use of Parent or Guardian	
I, THE PARENT OR GUARDIAN OF THE ABOVE NAMED STUDENT(S), HEREBY CERTIFY that the parent(s) or guardian(s) included in the application provided basic needs as described above.	
Signature of Parent or Guardian ➤	Date Signed *Mo./Day/Yr.*
For Use of School	
I HAVE REVIEWED the above and the required supporting documentation and have concluded that it is properly and completely filled out to the best of my knowledge.	
Signature of School Administrator or Designee ➤	Date Signed *Mo./Day/Yr.*

- Parent/guardian must sign the form during or before the open application period the application was received.
- The administrator/designee must sign the form within 60 days of the open application period in which the application was received.

Income Eligibility Requirements

Things to remember…

<u>All Programs:</u>

- Name on the income documentation must match the parent/guardian on the application.
- All income support (forms and supporting documentation) must be received in the open application period in which the application was received.

<u>MPCP/RPCP:</u>

- All applications that use the DPI method must have the Family Income Eligibility form even if the family had no income.
- Support for income must be for the preceding year.
  - 2012 income for the 2013-14 school year.

https://access.wisconsin.gov/

- Service of the WI Dept. of Health Services.
- Can be used to obtain evidence of parents/guardians participation in assistance programs.
- If not already registered, parent/guardian will need:
  - Social Security number or PIN number
  - Date of Birth
  - Case information
- If Access.gov is used, it must include a parent/guardian name that matches the application.
- Current statements can be used as residency support if the address matches and includes a date that is within 3 months of the date the application was received.
- Can be used to obtain statements of prior year participation for income purposes. -If the statement only shows 2013 assistance, the school must obtain proof of 2012 participation for income support.

Ineligibility Reasons-
Audited application ineligible, new app must be obtained for possible Feb/May payment if in MPCP or RPCP

All Programs:

5) DPI income method selected but income documentation not provided.

7) Income tax form used for income documentation was not signed and/or dated.

11) Income documentation obtained outside of the open application period.

12) Support for income in the Family Income Eligibility form or assistance in the No Family Income form not provided.

Ineligibility Reasons –

Uncorrectable applications

<u>All Programs:</u>

6) Income documentation shows income above allowable amount.

<u>MPCP & RPCP Only:</u>

9) DOR determination not appropriately completed or the DOR determined the application was not income eligible. *If the DOR determination was not properly completed, and the school received the required DPI Income form(s) during the open application period in which the application was received and all supplemental documentation, the application may be eligible.*

Ineligibility Reasons-
Existing application may be eligible

MPCP & RPCP Only:

8) The income eligibility determination on the Family Income Eligibility form was not properly completed using the family size and/or response to married question indicated on the application. *If eligible based on the family size and/or correct response to the married question, the application may be eligible.*

10) All parents/guardians on the application and/or their income are not included in Section II of the Family Income Eligibility form.

13) Family Income Eligibility/No Family Income forms not properly completed.

Ineligibility Reasons-
Existing application may be eligible

All Programs:

14) Name or signature on supporting income documentation received does not match parent/guardian on application. *The application must reflect the legal name. If the supporting documentation is not in the legal name, the application is ineligible.*

No new income support may be received outside of the open application period in which the application was received. If the supplemental support is correct, the application/forms may be changed using the strike through method until June 30th.

Who should be included as parents/guardians on the application?

The mother and her children live with her boyfriend. The children's father lives at a different address but the mother and father would like the father to be able to obtain information from the school regarding the children. Who should be included as parents/guardians on the application?

Mother   Father   Boyfriend

Who should be included as parents/guardians on the application?

The household adults include Barb & Randy. The children include Mary, George & Sue. Barb & Randy are married. Mary & Sue are children from Barb's first marriage with Bob. George is Barb and Randy's child. The family would like to apply for all of the students.

Barb

Randy

Bob

WPCP Income Review

WPCP Income Codes

Parent 1 Inc/Src	Parent 1 Other/Cash Description	Parent 2 Inc/Src	Parent 2 Other/Cash Description	Total Income	Max Income
wages,1099,other	childcare payments	wages		15,000	43,752

Code	Description	Considered Income?
foodstamps	FoodShare / Food Stamps	N
housing	Housing Assistance Income	N
none	No Family Income	N
otherprog	Other assistance (ex: child support payments, welfare benefits)	N
ss	Social Security benefits	N
ssi	Supplemental Security Income	N
tanf	Temporary Assistance for Needy Families (TANF)	N
wisworks	Wisconsin Works (W2)	N
1099	Income reported on a 1099 tax form other than Social Security benefits	Y
cash	Cash income not reported on a W2 Wage & Tax Statement or a 1099 tax form	Y
earnings	Job related compensation reported on a final December earnings statement	Y
other	Other Income	Y
wages	Job related compensation reported on a W2 Wage & Tax Statement	Y

WPCP Application Includes Income

Parent 1 Inc/Src	Parent 1 Other/Cash Description	Parent 2 Inc/Src	Parent 2 Other/Cash Description	Total Income	Max Income
wages,1099,other	business	wages		15,000	43,752
Used DOR					

DOR:

- If "Used DOR" is listed, no additional income procedures are required.

Income Included:

- All supporting income documentation (tax returns, 1099s etc) includes the name of a parent/guardian on the application.
- If "other" is listed, review the description of other income in the "Parent 1 Other/Cash Description" to determine what the parent indicated on the application. The school should have support for this. Note parents are required to show income included in AGI and provided a 1040 if they have one.
- Ensure the school obtained the support identified on the parent application and that it is for 2012 income.
- The WPCP schools do not need to obtain any support for cash income.

WPCP Application Includes Income (cont)

Married?	Parent 1 Inc/Src	Parent 1 Other/Cash Description	Parent 2 Inc/Src	Parent 2 Other/Cash Description	Total Income	Max Income
Yes	business	wages		15,000	43,752	55,000

- Ensure the amount of income received per the supporting documentation matches the information in the OAS (listed as total income above).
- If it does not, determine if the total income is still less than the maximum allowed income based on all incomes identified by the parent(s)/guardian(s). Remember, if parents are married, their income must be reduced by $7,000 before comparing their income to the max income to determine eligibility.
  - If not, the application is ineligible.
  - If the income is still below the maximum allowed income, the application is still eligible and the application does not need to be included in the enrollment audit report on Schedule 2 or 3.

WPCP Application No Income Identified

Parent 1 Inc/Src	Parent 1 Other/Cash Description	Parent 2 Inc/Src	Parent 2 Other/Cash Description	Total Income	Max Income	Clothing	Food	Shelter
foodstamps,housing,otherprogram				-	58,786	gifts from grandparents	foodstamps	rent

- Determine that support for any assistance programs the family participated in was received by the school showing participation in 2012. These are listed in the Parent Inc/Src column.
- Ensure that all supporting income documentation (governmental support statements, etc) includes the name of a parent/guardian on the application.
- If no assistance programs were identified, ensure the explanation of how food, clothing and shelter were provided is sufficient.

Review Question

The parent/guardians did not have any income. Which of the following is acceptable documentation for government assistance and explanation of basic needs?

Required Support	Parent Provided Support/Explanation	Acceptable?
FoodShare	Foodshare statement dated January 2014 stating they are currently enrolled.	
Supplemental security income (SSI)	Statement showing they received SSI payments in 2013.	
Housing Assistance Income	2012 statement showing participation.	
Cash Income	Nothing.	
Basic Needs Explanations:		
Food	I use money from working on a farm.	
Clothing	Get from donations at church.	
Shelter	I live with my parents.	

Corrections to Applications

Corrections to Applications

General Requirements-All Programs

- The school may not receive any additional documentation outside of an open application period in which the application is received.

- If the Choice application is wrong but supplemental information already provided is correct, the application is generally correctable.

- If the Choice application is correct but supplemental information already provided is wrong (outdated) or incomplete, the application is not correctable.

- The school must have written documentation received during the open application period that the application was received to support the change.

Corrections to Applications
General Requirements-MPCP & RPCP Only

- Any corrections to the application or income forms are to be made with a "strike-through line" and initialed.
- The school administrator/designee must initial all changes made to the application and income forms.
- The parent/guardian must also initial any change made to:
  - the parent's(s')/guardian's(s') name(s)
  - income related items: marital status, family size, and names of family members
  - parent/guardian's(s') signature
  - date application received
  - the date the parent/guardian signed the application
  - any changes to the income forms
- If an application requires additional support, a new MPCP or RPCP application may be received in a subsequent open application period of the school if identified while there is still an open application period remaining.

Corrections to Applications

Uncorrectable Errors

MPCP & RPCP:

- The parent/guardian did not sign and/or date the application during or before the open application period in which the application was received.
- The date application received was not filled out during the open application period in which the application was received.
- Any applications corrected with "white-out" will be ineligible for payment.

All Programs:

- The school does not have the required supporting documentation for a correction.

Corrections to Applications-MPCP & RPCP

Administrator/Designee Signatures and Dates

- If the administrator/designee signature and/or date was not completed when the application was approved it may be added when identified by the auditor/school IF the school has the acceptance/denial letter sent to the parent to support the date approved.

- This change must be initialed by the administrator/designee.

- As a reminder, schools are required to keep the acceptance and denial letters for applications indefinitely.

Student Application

School Application Maintenance

- Keep copies of all documentation used to determine eligibility.

- Keep the complete original signed student application on file for auditor's review.

- If an application is denied, the application should clearly identify this in the "For School Use Only" section.

- DPI recommends having a separate file with denied applications that includes a copy of the denial letter.

- If the school wants all applications (accepted and not) in the student's file, the school should CLEARLY indicate which is the final, accepted application.

Which of the following do not require the parent/guardian initials for corrections?

A. Income on the family income eligibility form
B. Date of birth
C. Parent/guardian name
D. Family size

Applications cannot be amended after...

June 30th of the school year under audit

the only exceptions are grade, gender, race & ethnicity changes

Questions?